



May 3, 2024

MEMORANDUM NO. OVCR-2024-008

TO : Research Project Leaders

THROUGH : The Deans and NIH Executive Director

SUBJECT : Streamlining of Research Document Preparation Process and Updates on Project Management

The Office of the Vice Chancellor for Research (OVCR), through the Research Grants Administration Office (RGAO), with its efforts to continuously streamline the quality of our processes shall implement additional guidelines in research project management. These guidelines aim to:

- **Enhance efficiency:** Streamline workflows and reduce delays in preparing financial reports.
- **Improve quality:** Ensure thorough review and meticulous processing.
- **Optimize workload:** Minimize unnecessary burdens on research teams.

Effective May 6, 2024, please be guided with the following updates on the research document preparation procedures and project management policies.

1. On Research Document Preparation Procedures:

- **Supplemental Project Procurement Management Plan (SPPMP):** Submissions will be limited to **twice per project year**.
- **Purchase Request (PR):** Submit PRs for PMO approval **at least two (2) months** before the anticipated need or **at least two (2) months** before the end of the project year, whichever comes first. For the goods/services, the **delivery/service date** must fall within the project implementation period.
- **Reimbursement and Liquidations:** In accordance with *Memorandum No. CMLT-2024-034, Processing of ageing transactions beyond six months as of date*, documents with large volumes of receipts should be submitted more frequently to avoid bulk submissions. Monthly submissions of reimbursement and liquidations are recommended.

2. On Project Management:

To ensure timely project completion and to maintain high-quality research output, the following policy on the clarification regarding **research team members'** workload shall be implemented:

- Project staff are limited to managing **one (1) full-time salaried project**.



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

Room 125 NIH Bldg., UP Manila, Pedro Gil St., Ermita, Manila, 1000, Philippines
Tel. no. (632) 8814-1271 | Email: upm-ovcr@up.edu.ph

- Project staff may be allowed by the Project Leader to take on up to **two (2) part-time projects**, enabling them to contribute to multiple projects simultaneously.

This policy aligns with the objectives of *Memorandum No. CCDP 2023-033, Compliance to Non-engagement Policy of Job Order/Contract of Service Staff with Another UP Unit or Outside Agency and Limit to Engagements of the Project Staff*, which aims to prevent overcommitment and to ensure that project-based research staff can dedicate sufficient time and focus to each project.

For inquiries, please contact RGAO at (02) 8567-2054 or rgao.upm@up.edu.ph.

For your information, guidance, and strict compliance.

LESLIE MICHELLE M. DALMACIO, PhD

Vice Chancellor for Research